



ADMIN

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30 NOV 1978

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM: Harry E. Fitzwater  
Director of Training

SUBJECT: DDA Special Career Tracking Program

REFERENCE: Memorandum to DDA Office Directors from  
Acting DDA dated 22 November 1978,  
Same Subject

1. This memorandum transmits the information requested in the reference. Attachment 1 provides a list of OTR's GS-13 and GS-14 minority and female employees and discusses their prospective careers. Attachment 2 lists GS-10 through GS-12 minority and female employees who have the potential to advance two grades or more. As discussed in paragraph 4 of the reference, OTR does not have any minority or female employees at the GS-10 to GS-12 level who have "HP" or "MD" descriptors but who lack the potential for advancement to the GS-13 level.

2. All OTR employees are tracked through the Career Board and Career Panel mechanisms and through the preparation of annual training plans. As you will note from the two lists, OTR is fortunate in having a substantial number of minority and female employees with good prospects for advancement. Other indications of progress include the addition of four Black professionals to the MT Career Subgroup in the quarter ending 30 September 1978 and the fact that 45 percent of MT professionals are female.

Harry E. Fitzwater

Attachments - 2

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DDA SPECIAL CAREER TRACKING PROGRAM

GS-13/14 PROJECTIONS

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DDA SPECIAL GRADE TRACKING PROGRAM

GS-10/12

LIST WITH ADVANCEMENT POTENTIAL

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